



Digital Identity Subscriber Agreement Form

U.S. Department of Energy (DOE) employees, contractors, and affiliates must sign this subscriber agreement form prior to being issued a DOE digital identity. The terms of the agreement are:

Use Restricted to Official DOE Business and Unclassified Data

Your digital identity, and any associated user or software licenses issued to you, is the property of the U. S. Department of Energy and should only be used for legal, authorized, and legitimate DOE business. The digital identity, license and software **MUST NOT** be used to protect classified data or exported to foreign countries.

Accuracy of Representation

You are obligated to accurately represent yourself in all communications with the Department's PKI authorities. This would include notifying the Department's PKI authorities if any personal identification information about yourself changes.

Protection of Private Keys

You must protect your private keys at all times from loss, unauthorized disclosure, or suspicion of compromise. The term "private keys" typically refers to the profile files that are created during the "Create Profile" process. Protections would include both locking your computer any time it is left unattended, and guarding your password by not giving it to others and not writing it down.

Notification of Forgotten Password, Profile File Loss, Unauthorized Disclosure, or Suspicion of Compromise

Upon any actual or suspected loss, disclosure, or compromise of your private keys, activation codes, or password, you must immediately notify the Department's PKI authorities so that remediation can be done.

Non-Transference of License and Cessation of Operation

You may not transfer your digital identity, and any associated user and/or software licenses to anyone else. If you no longer require your digital identity you must notify the Department's PKI authorities so that your accounts can be properly removed.

When you sign this User Agreement form, you (as a subscriber) demonstrate your understanding and acceptance of the terms outlined in this form. This agreement is valid for the lifetime of the digital identity.

Subscriber's First Name Middle Initial Last Name

Subscriber's Signature

Date

Have you ever had a Digital Identity with DOE before? ☐ No ☐ Yes, at DOE site _____

The subscriber will appear in person and present their Federal Agency Identification Badge or PIV/HSPD-12 Badge as proof of identity. Lacking one of these badges; the subscriber will appear in person and provide two forms of identity source documents in original form unless otherwise noted. One of these two identity source documents must be a photo ID. The identity source documents must come from the list of acceptable documents that can be found at: <http://energy.gov/cio/pki>

The information collected below may contain sensitive Personally Identifiable Information (PII) about the subscriber. When sending this form via email it MUST be encrypted. Reports of PII breaches will be transmitted via the Joint Cyber Security Coordination Center (JC3) in accordance with applicable Deputy Secretary or Under Secretary policies and procedures.

1st Form of Identification Presented

ID Number

Person's Name as it appears on the Identification

2nd Form of Identification Presented

ID Number

Person's Name as it appears on the Identification

RA | TA | Notary's First Name Middle Initial Last Name

RA | TA | Notary's Signature

Date

This is an: Internal Account ☐ External Account ☐

Impression of Notary Seal (if required)→